

**GOVERNMENT OF THE PUNJAB
LITERACY & NON FORMAL BASIC
EDUCATION DEPARTMENT**

TENDER FORM

Tenders are invited for the supply of Hot and Cold Weather Items, Stationery Items, Printing & Publication Items, Conference / Seminars / Works Items, Uniforms and Protective Cloth Items, Cost of Other Store Items, Computer Stationery Items, Others Items, Entertainment and Gift Items, Transport Items, R&M of Machinery and Equipment Items, Furniture and Fixture Items, Hardware Items, Software Items, & IT Equipment Items etc. as detailed in the lists of items / articles (enclosed herewith) subject to following terms & conditions:

1. The tenderer should quote price of each item, according to the list of items attached herewith and submit the sealed tender by the **15.10.2018** in the tender box placed in the office of the undersigned at 5th Floor Alfalah Building, The Mall Road, Lahore.
2. The single stage one envelope bidding procedure will be adopted in accordance with PPRA Rule 38(1).
3. The delivery period of items would be 10 days from the date of issuance of supply order at consignee's end.
4. Department reserves the right to reject the substandard items and withhold the payment in case of inferior quality. In case of substandard supply (non-genuineness of computer / photo Machine Toner), the payment and earnest money will be forfeited.
5. Conditional offer / quotation shall not be accepted.
6. The firms must be registered with Sale Tax Department and Income Tax Department. The rate should be including all taxes. The Department will deduct tax as per prescribed rate. The sale tax, income tax & professional tax and a copy of CNIC of Owner certified must attach with bid document otherwise bid should be rejected.
7. The sealed tender along with call deposit @ Rs.561,000/- which is not exceeding five per cent of the estimated amount i.e. Rs.18,705,000/- (on the name of Section Officer (General), Literacy & NFBE Department) must be dropped by 15.10.2018 till 09:00 AM in the tender box in the office of the undersigned which will be opened on 15.10.2018 at 10:00 AM in the office of Deputy Secretary (Admn), Literacy & NFBE Department in the presence of available tenderers or their authorized representatives.

8. Each and every paper of tender document should signed and stamped; otherwise bid document should be rejected.
9. Successful lowest bidder should bring sample of each items within two days for quality assurance otherwise bid document should be rejected.
10. The Security of successful tenderers will be released after 30th June, 2019 (after completion of successful supply). However, the call deposit of unsuccessful tenderers will be released after completion of Evaluation process.
11. The purchases will be made from the lowest evaluated bidders during the Financial Year 2018-2019 (upto 30 June, 2019) and the supply orders will be issued from time to time during the current financial year as per requirement of respective items as per rule 15(a) of PPRA as Framework contract.
12. Black listed firms should not apply. In case of detection as black listed firm at any stage, Government may forfeit its security.
13. ~~The validity of offer of rate of items would be till 30.06.2019.~~
14. The Competent Authority reserves the right to reject all bids or proposals at any time prior to acceptance of a bid or proposal, under Rule 35 of PPRA Rules 2014 amended upto date.
15. For obtaining any further information or clarifications, please contact the named below:

SECTION OFFICER (GENERAL)

Office No. 042-9205452

(FOR FIRM'S USE)

As owner of M/S _____ I/we accept the terms and conditions as laid down in tender form and advertisement notice. I/we shall also observe all the rules/regulations framed by Government of the Punjab, regarding the Purchase of items mentioned in the attached list from time to time.

SIGNATURE

With Stamp of the Firm